

## **Hamilton County Community Corrections Advisory Board Meeting Minutes September 2, 2010**

The following members were present: Lee Buckingham, George Buskirk, Bill Cech, Jeff Davis, Larry Dawson, Roger Drayer, Honorable Paul Felix, Chief Mike Fogarty, Stephenie Gookins, Eric Juarez, Stephanie Lyons, Honorable Dan Pfleging, Steve Schwartz, Dan Stevens, and Christi Tucker. A quorum was present. Ralph Watson and Stephanie Ruggles were also in attendance.

Steve Schwartz called the meeting to order.

Steve called for the approval of the August meeting minutes. Jeff Davis made a motion to approve the minutes as presented. Roger Drayer seconded, motion unanimously carried.

A fiscal report was not available as we finalize the last payments for the 2009-10 fiscal year. Ralph Watson provided an overview of the expected financial outcome of the fiscal year. Annual project income collections fell approximately \$34,000 below projections. We continue to have a satisfactory cash reserve, however, due to cost savings in various areas and revenue from the Community Transition Program (CTP) which slightly exceeded expectations.

### **Public Comment**

There were no public comments at this meeting.

### **Director's Report**

A written report was submitted and reviewed by the Executive Director.

### **Old Business**

Discussion continues state-wide regarding implementation of SB 340. The Hamilton County judiciary has accepted our current method of computing credit time. Inconsistencies in implementation of the bill across the legal continuum are expected to be discussed in the next legislative session.

Ralph Watson requested information from other counties as to how they addressed the issue of undocumented immigrants that were participants in their programs. He reported that few have policies, but he did report on the policy received from Allen County Community Corrections. Our agency will continue to notify Immigration and Customs Enforcement of any program participants who we know to be in the country illegally. We will also inquire during screening as to the individual's ability to be legally employed.

At last month's meeting, it was requested that Ralph send a letter to the Department of Correction (DOC) asking that they confirm the amended audit result that we received for the 2008-09 fiscal year. The DOC responded that an error was made and that there appeared to be a carryover amount of \$5,879.82. This amount would need to be returned to the DOC. They included an invoice with the revised audit results. The invoice for \$5,879.82 will be processed and paid with the next accounts payable cycle.

## New Business

Ralph Watson and Stephanie Ruggles attended the American Probation and Parole Association (APPA) training institute in Washington, D.C. Highlights of the institute included a meeting with staff from the Department of Justice during which they indicated increased funding for community-based supervision programs, as well as workshops addressing electronic document handling, evidence-based practices, the Second Chance Act, and community collaboration. Stephanie graduated from APPA's Leadership Academy and was recognized at a special dinner during the institute.

Ralph and Stephanie attended the annual DOC meeting for community corrections programs during which several procedural changes were announced. The DOC has revised the quarterly reporting process, modifying data required. We are currently working with our case management system vendor to modify our data collection methods so as to comply with the new report requirements. In addition, the DOC will be accepting electronic filing of monthly fiscal and community transition reports. There was a brief presentation regarding grant application instructions for the next grant year.

Ralph reminded Board members of the annual strategic planning session which will be held on October 7<sup>th</sup> from 9am to 3pm. He will be meeting with Dr. Al Long of Power Ventures on September 8<sup>th</sup> to set the agenda for the day.

Ralph has recently had discussions with John Barbee of Envoy and Dan Stevens regarding the possibility of using funds from the construction budget to purchase additional equipment not originally budgeted during the construction of our facility. This equipment includes a dishwasher on the second floor and switching out a number of cameras in the living units to low-light models. We've had numerous incidents during the late evening hours when the units are not manned, and current cameras are unable to clearly display activities in the low-light illumination used during those hours. If unable to use construction funds, Ralph may be requesting additional appropriations for this equipment in the coming months.

Steve Schwartz made a motion to adjourn the meeting; all members seconded. The annual strategic planning session will be held **Thursday, October 7<sup>th</sup>**, in lieu of the next Advisory Board meeting.